



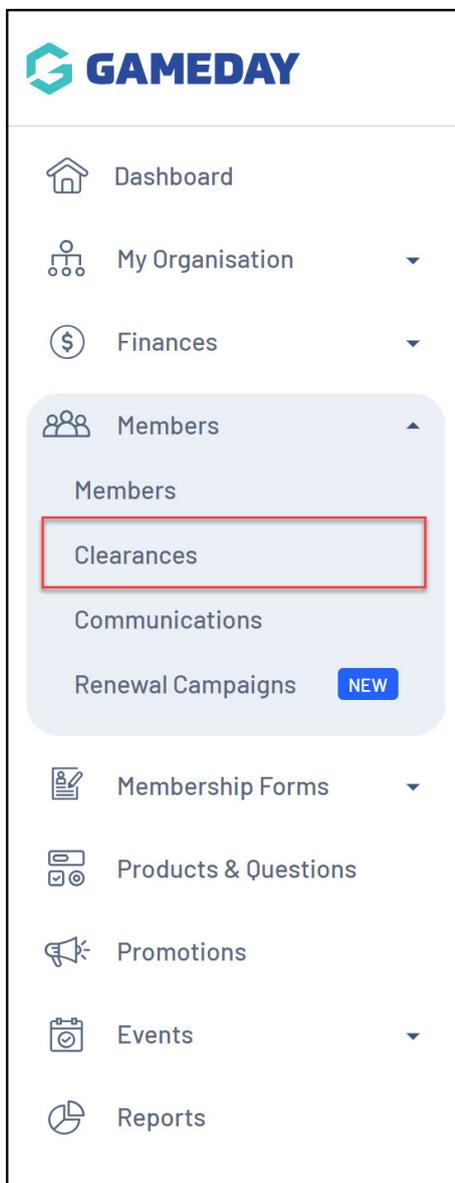
How do I request a clearance for a member?

Last Modified on 05/12/2023 9:00 am AEDT

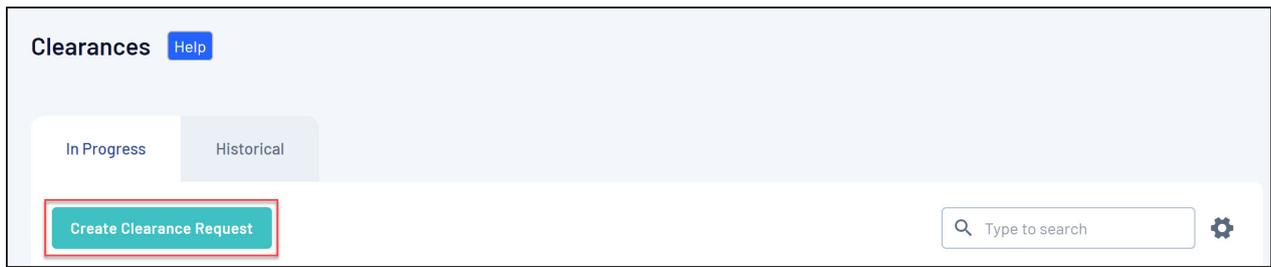
If your sport is using GameDay as a multi-tiered hierarchy, you can facilitate a clearance process, whereby one organisation can request a clearance for a member to be transferred into their database. That request can then be approved or rejected by the organisation in which the member already exists.

To request a Clearance for a member of another organisation within your hierarchy:

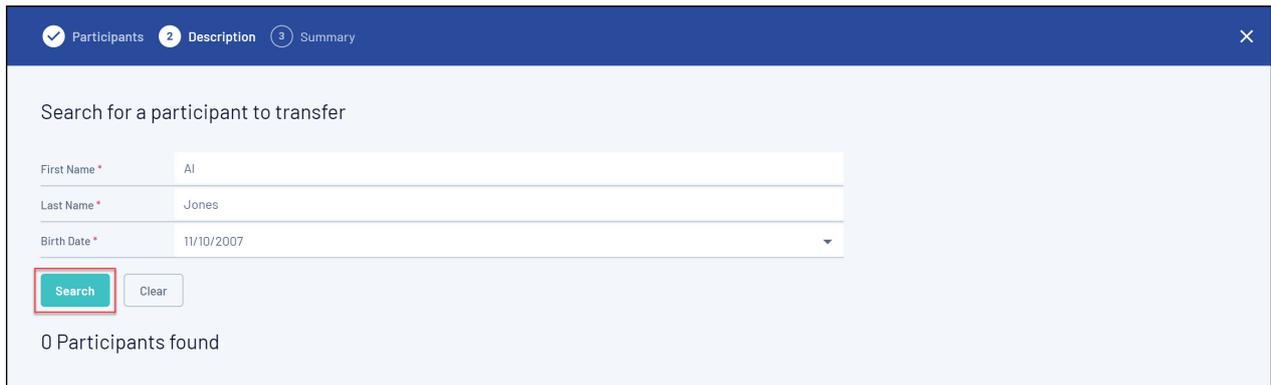
1. In the left-hand menu, click **Members > CLEARANCES**



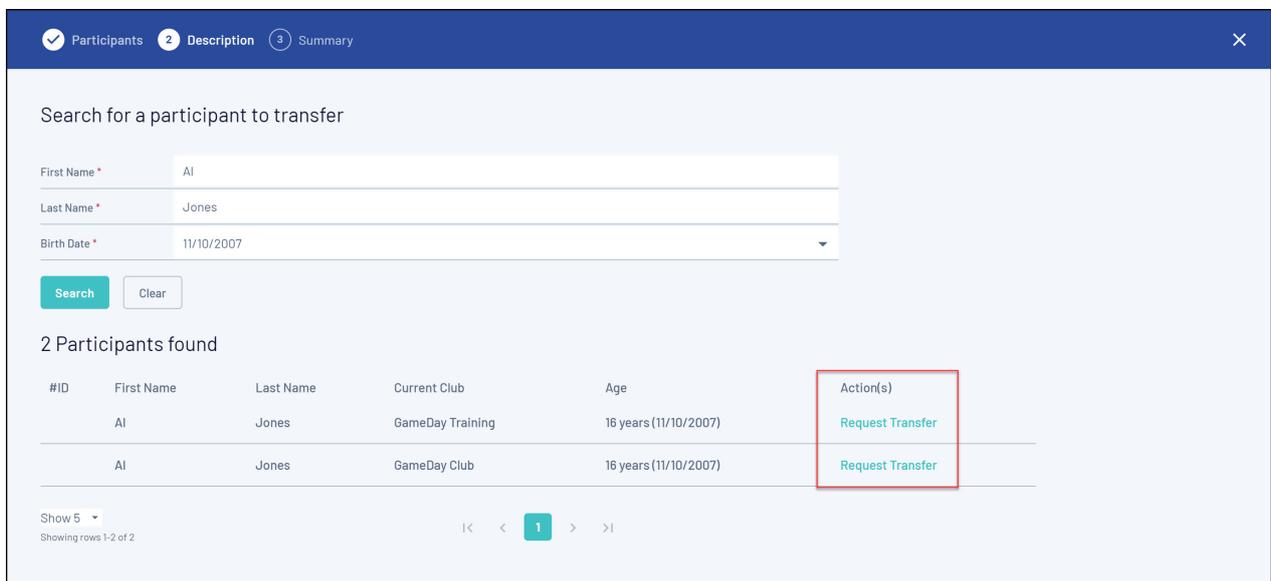
2. Click **CREATE CLEARANCE REQUEST**



3. Enter the name and date of birth of the member for which you want to request a clearance, then click **SEARCH**



4. After searching, any matching members will appear below. To send a request to the member's current organisation for them to be transferred to you, click **REQUEST TRANSFER**



5. Enter a **Description** for the transfer, then click **CONTINUE**

Participants Description **3** Summary

Clearance Request Description

Description

Cancel Back **Continue**

6. Check that the clearance request details are correct, then click **SAVE**

Participants Description Summary

Please review the details before you lodge the application

From	GameDay Club
To	Dodgers
Type	Clearance
Member Name	Al Jones
Date of Birth	11/10/2007
Description	The player has moved house and expressed interest in joining the club

Cancel Back **Save**

7. After clearance has been successfully requested, you will be taken to the request page where it will display as **In Progress** until the member's current club approves the clearance

Details

Date	December 5th 2023, 8:55 am (AEDT)
Member *	Al Jones
Date of Birth *	11/10/2007
From *	GameDay Club
To *	Dodgers
Type *	Clearance
Status *	In Progress
Description	The player has moved house and expressed interest in joining the club

Date	Action(s)	Comment	User	Organisation
December 5th 2023, 8:55 am (AEDT)	Application	The player has moved house and expressed interest in joining the club	Rory Stewart	Dodgers

Note: At this point, a clearance request email will be sent to the primary contact of the member's current club prompting them to approve or reject the transfer through GameDay

Related Articles
